



UNITED STATES MARINE CORPS

MARINE CORPS INSTALLATIONS EAST
P O Box 8368
CAMP LEJEUNE, NORTH CAROLINA 28547-8368

IN REPLY REFER TO:
CONT EAST

From: Chief of Contracting, MCIEAST
To: Distribution

Subj: FY 07 PROCUREMENT TRAINING

Ref: (a) EBUSOPSOFFINSTR 4200.1A
(b) Marine Corps Acquisition Procedures Supplement (MAPS)

1. In accordance with references (a) and (b), the attached training schedule is provided for distribution and posting to the MCIEAST/MCB Lejeune Contracting Web Page. Training scope will address the following:

- a) Government Commercial Purchase Card (GCPC) Approving Official (AO) duties and Cardholder (CH) duties
- b) Purchase Request (PR) Builder submission and management

2. All newly appointed AO's and CH's are required to participate in initial GCPC training prior to assumption of AO or CH duties. Follow-on GCPC training is required bi-annually in accordance with reference (a).

3. MCIEAST personnel involved in the management and/or facilitation of Purchase Request (PR) Builder submissions forwarded to Contracting for procurement action are encouraged to participate in one PR Builder session annually in accordance with reference (b).

4. Points of contact are the MCIEAST GCPC Section Head at 910-451-7852 or the MCIEAST Procurement Chief at 910-451-1535.

Paula L. Salter
PAULA L. SALTER

Enclosure:

(1) FY 07 Training Schedule

FY 07 PROCUREMENT TRAINING**ALL SESSIONS HELD AT BLDG 1116 MCB LEJEUNE (CORNER OF LOUIS AND BIRCH), 1ST FLOOR CONFERENCE ROOM**

*Training times and dates should be confirmed the week prior with noted points of contact
Schedule is subject to change due to operational conflicts

GCPC TRAINING

DATE	START TIME
18-Oct-06	0830
25-Oct-06	0830
1-Nov-06	0830
8-Nov-06	0830
15-Nov-06	0830
29-Nov-06	0830
6-Dec-06	0830
13-Dec-06	0830
20-Dec-06	0830
3-Jan-07	0830
10-Jan-07	0830
17-Jan-07	0830
24-Jan-07	0830
31-Jan-07	0830
7-Feb-07	0830
14-Feb-07	0830
21-Feb-07	0830
28-Feb-07	0830
7-Mar-07	0830
14-Mar-07	0830
21-Mar-07	0830
28-Mar-07	0830
4-Apr-07	0830
11-Apr-07	0830
18-Apr-07	0830
25-Apr-07	0830
2-May-07	0830
9-May-07	0830
16-May-07	0830
23-May-07	0830
30-May-07	0830
6-Jun-07	0830
13-Jun-07	0830
20-Jun-07	0830
27-Jun-07	0830
11-Jul-07	0830
18-Jul-07	0830
25-Jul-07	0830
1-Aug-07	0830
8-Aug-07	0830
15-Aug-07	0830
22-Aug-07	0830
29-Aug-07	0830
5-Sep-07	0830

PR TRAINING

DATE	START TIME
26-Oct-06	0900
16-Nov-06	0900
14-Dec-06	0900
25-Jan-07	0900
22-Feb-07	0900
22-Mar-07	0900
19-Apr-07	0900
24-May-07	0900
21-Jun-07	0900
19-Jul-07	0900
23-Aug-07	0900